

INP

Section IV

DA Form 3647

8-12. General purpose

DA Form 3647 or CHCS automated cover sheet is a medical and administrative summary of each case and will be prepared for each case that requires an ITR. (For CRO cases, DA Form 3647 or CHCS automated cover sheet may be the entire ITR.) DA Form 3647 or CHCS automated cover sheet is also an essential document for HRECs and OTRs and serves as a source document for statistical information of major military and medical interest. In facilities using CHCS or AQCESS, an automated version of DA Form 3647 may be used. A worksheet copy may not be provided in AQCESS or CHCS.

8-13. Use

Paragraph 8-1a names the kinds of MTFs that use DA Form 3647 or CHCS automated cover sheet. In addition, DA Form 3647 may be used in overseas commands by clearing stations chosen and staffed to be run as nonfixed hospitals. The theater surgeon will determine if these holding stations will use DA Form 3647 or CHCS automated cover sheet by the mission and function of the holding unit. When such units serve only as a triage on an airfield holding point, DA Form 3647 or CHCS automated cover sheet is not needed; a note on the patient's medical record giving the date and name of the holding station is sufficient.

8-14. Initiation and disposition

DA Form 3647 or CHCS automated cover sheet is initiated when a patient is admitted to the MTF and completed when the patient is transferred, is discharged, dies, or is a CRO case. The original copy of the completed DA Form 3647 or CHCS automated cover sheet and the optional worksheet copy of the DA Form 3647 will both be filed in the ITR, with the worksheet, if used, inserted behind the original. If the worksheet is legible, it can serve as the original and be machine copied. For allied and neutral military personnel, an additional copy is filed with the ITR. A copy of the DA Form 3647 or CHCS automated cover sheet and SF 502 (when prepared) will also be filed in HRECs and OTRs. Copies of DA Form 3647 CHCS automated cover sheet and SF 502 on Public Health Service or Coast Guard commissioned corps officers should be forwarded to Medical Branch, 5600 Fishers Lane, Parklawn Building, Room 4-35, Rockville, MD 20857-0435.

8-15. Preparation

Instructions for completing DA Form 3647 or CHCS automated cover sheet are found in the IPDS Users' Manual, which may be obtained from PASBA (ATTN: HSHI-QZ), Fort Sam Houston, TX 78234-6070. Also see International Classification of Disease--Ninth

Revision--Clinical Modification. This publication is on file in each Army MTF, and the three-volume set can be purchased from the Superintendent of Documents, Washington, DC 20402-9325. Also see the Triservice Disease and Procedure ICD-9-CM. Diagnostic entries on the worksheet copy of DA Form 3647 or CHCS automated cover sheet will be made only by the attending physician, dentist, podiatrist, or midwife in charge of the case. In addition, only these people will sign the worksheet copy or final DA Form 3647 or CHCS automated cover sheet.

8-16. Corrections and corrected copies

Corrections to DA Form 3647 or CHCS automated cover sheet will be made when necessary. (See para 3-4e.)